

Other Information...

The review process by the NJ Department of Health and Senior Services is typically 10 business days. Please allow additional time for the certification of the Notary Public's signature.

In the event that your certificate is returned to you unsigned for corrections, you will have 60 days to return the certificates with corrections at no cost. We will simply apply the initial payment that was made when we first reviewed your application.

If you need a current inspection date to assist in the export of your products then contact our office for further information.

Note: All fees are non-refundable.

FOR ANY QUESTIONS CONTACT:

FOOD AND DRUG SAFETY PROGRAM

609-588-3123 between the hours 8:30
a.m. to 4:30 p.m.

And visit our website at:

<http://www.state.nj.us/health/eoh/foodweb>

Food and Drug Safety Program
Mailing Address:
P.O. Box 369
Trenton, NJ 08625-0369

Phone: 609-588-3123
Fax: 609-588-3135



New Jersey Department of Health and Senior Services

Consumer & Environmental Health Services

Food and Drug Safety Program

GUIDELINES for requesting...

CERTIFICATES OF FREE SALE

Mailing Address: P.O. Box 369 Trenton, NJ 08625

Tel: 609-588-3123

Fax: 609-588-3135

What is a Certificate of Free Sale?

It is a document issued by the Department of Health and Senior Services (DHSS) certifying that a company is in compliance with State and Federal standards. It attests that a specific food, drug, cosmetic or medical device product regulated under Title 24 of the NJ Statutes and manufactured, distributed and offered for sale in this State is labeled in conformance with the applicable food, drug, cosmetic or medical laws. Such documents shall include Certificates to Foreign Government, Certificates of Exportability, Good Manufacturing Practices (GMP) Certificates, Letters of Free Sale, Certificates of Free Sale and Free Use, Health Certificates for Food/Feed meeting the requirements of N.J.A.C. 8:21.1.10. Issuance of the certificate attests to the results of the most recently conducted sanitary inspection of the manufacturer or distributor of the product or products and such products are not under embargo or seizure.

A. To Request a Certificate of Free Sale (CFS)...

Please contact our office or email us to request an application, and the standard Certificates of Free Sale forms. You may request several certificates of free sale at one time. You may download an example of a completed application from our website (<http://www.state.nj.us/health/eoh/foodweb>) to guide you in completing the form.

B. Completing a CFS request...

The information necessary to complete the Certificates of Free Sale application form includes the following:

Your registration and/or license number issued by the NJ Department of Health and Senior Services.

Your NJ facility's most current date of inspection conducted by the Department of Health and Senior Services or the United States Food and Drug Administration, if you are a Drug Company.

Type of establishment for example, food, drug or cosmetic manufacturer or distributor.

Location of the licensed establishment where products are manufactured or distributed.

All information must be TYPED on all the CFS request forms.

There is a limit of 25 products allowed per form.

You must submit the original labels for each product you type on the form. If the product is a drug, the label and the inserts for the drug must be submitted.

A self addressed and stamped envelope or pre-paid air bill completely filled with your address for overnight delivery shall be included with your request.

C. Guidelines for a certification of Notary Public...

Some foreign countries additionally require a certification of a notary public's stamp & signature. Ask your customer prior to submitting your Certificate of Free Sale application to us, if a notary certification is needed. We will forward your certificates to your preferred notary offices with your payment accompanying your request and supporting documents. That notary office would then be responsible for forwarding your completed documents to your company's address.

Option 1

If the country to which your products are going requires certification of a notary public's signature then the following guideline is applicable. Other than the check for the CFS fees, a separate check or money order for \$25.00 per certificate will be submitted to the Division of Revenue, Commercial Recording. The check is made payable to the STATE TREASURER and should be sent with your request. If you wish to have your request expedited, remit \$40.00 instead of the \$25.00 fee.

Option 2

An alternative...to using the Division of Revenue, Commercial Recording office, is to use the Mercer County Clerk's office for notary certification. The Mercer County Clerk's Office is presently charging \$5.00 for each separate certificate. The money order or check is made payable to the Mercer County Clerk.

Certificate of Free Sale (CFS) Fees:

The chart below should help you compute the total fee based on your submission. Please contact us should you require further assistance. A separate check, shall be made payable to the New Jersey Department of Health and Senior Services for the exact amount of the requested Certificates.

Number of products per certificate	Multiply by this fee:	Examples: To help you compute...
3 or less products	\$50.00	2 CFS x \$50 = \$100 or 1 CFS x \$50 = \$50 or 3 CFS x \$50 = \$150
4 to 9 products	\$75.00	1 CFS x \$75 = \$75 or 2 CFS x \$75 = \$150 or 3 CFS x \$75 = \$225
10 to 25 products	\$100.00	2 CFS x \$100 = \$200 or 3 CFS x \$100 = \$300
G.M.P Certificate	\$50.00	1 G.M.P x \$50 = \$50 or 2 G.M.P x \$50 = \$100
Letter attesting to the establishment's sanitation	\$50.00	2 Letters x \$50 = \$100 or 1 Letter x \$50 = \$50
All fees are non-refundable.		

How to Submit a completed Certificate of Free Sale Request...

If you wish to send us your completed application via FEDEX, DHL or UPS then use the address as follow:

Dept. Of Health & Senior Services
Food and Drug Safety Program
3635 Quakerbridge Rd.
Mercerville, NJ 08619
Attn: CFS Project

Otherwise, for normal processing, you may use our mailing address as follow:

Dept. Of Health & Senior Services
Food and Drug Safety Program
P.O. Box 369
Trenton, NJ 08625-0369
Attn: CFS Project